



# Copnor Primary School Breakfast/After-School Clubs Staff Code of Conduct

## Rationale

We believe it is important in terms of morale that everyone feels valued and that we work together as a team. It is important that we treat each other with a high level of professional courtesy and after discussing this in some depth as a whole team we have created this code of conduct which we have agreed to follow.

## Aims

1. To value, and therefore encourage, individual contributions
2. To create a climate that values and promotes discussion
3. To increase efficiency
4. To project professionalism to the wider school community

## Procedures

### A. Communications between staff and to children and all adults

- We will actively listen to others' contributions
- We will try to involve others in discussions
- We will try to appreciate others' viewpoints even if they are contrary to our own
- We will be sensitive, but honest in giving our opinions.
- We will speak to each other politely and apologise promptly should the situation ever require this.
- We will not interrupt others when they are putting forward their point of view
- We will use names as appropriate to the situation and circumstances
- We will make ourselves available on the playground at the end of the school day

### B. Dress Code

- We will dress smartly to promote a professional image. (Sleeveless tops are fine, but not spaghetti straps, bardot, off the shoulder or low cut tops. Blue denim or coloured jeans and training shoes are not appropriate.)

### C. General Professional Conduct

- Staff will always talk to children politely and positively. When poor behaviour calls for a firm talk, this is perfectly acceptable, but even here staff should remain polite and never shout.
- Staff will welcome children's return after an absence when taking the register.
- Staff should recognise when children have been polite and encourage such actions.
- Staff will not contact on any pupils on any IT social networking sites
- Staff will exercise great caution in uploading information to IT social networking sites. Any information that tarnished the school's reputation would be dealt with under the disciplinary policy.
- Mobile phones will always be switched off during lessons and meetings. (In cases where an "emergency" is expected seek the agreement of the Headteacher or Head of School.)
- We will arrive promptly for lessons, assemblies and meetings
- We will communicate during meetings in accordance with section A above and will not leave the meeting without seeking the prior agreement of the person leading it.
- We will try to avoid interrupting during lessons, including using the internal phone system
- We will count resources out and in during lessons
- We will put resources away neatly after use
- We will immediately share any concerns with the Headteacher about a staff member's conduct. (If the concerns were about the Headteacher we share the information with the chair of governors.)

Policy agreed: September 2019. To be reviewed: Sept 2020